



Blended and Online Course Syllabus Template

Dates:

Course Instructor:

Office:

Office Hours:

Phone:

Email:

Course Description

Copy and paste from the General Catalog; course descriptions/title(s)

Course Outcomes

By the end of the course, you will be able to: (list them below)

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Readings / Required Text

There is no textbook for this course. Based on weekly objectives, weekly readings will be embedded in Blackboard, or linked from Blackboard to a site (like YouTube or a webpage).

Diné Educational Philosophy (SNBH)

The educational philosophy of Diné College “**Sa’ah Naaghai Bik’eh Hozhoo**”, the Diné traditional living system, places Dine’ life in harmony with the natural world and the universe. This unique educational philosophy and mission is grounded in Navajo cultural traditions. The philosophy provides principles both for protection from the imperfections in life and for the development of well-being. The Diné Educational Philosophy, developed by Navajo cultural specialists, represents the essence of the Navajo outlook on life. The core of this philosophy is expressed in concepts and values associated with natural processes identified with the four cardinal directions, including such processes as the daily cycle of day and night and the annual cycle of the seasons.

Technical Skills Required

Enrolled participants will have completed a prerequisite Blackboard competency course before registering. You also are expected to have a moderate level of computer proficiency. You should already be comfortable doing all of the following:

- Using your chosen computer operating system and a web browser
- Following online directions for using a new program
- Typing at least 20 words a minute
- Troubleshooting basic computer problems
- Working through problems you can’t resolve on your own with remote support technicians

Required Technology & “Backup Plan”

In order to fully participate in this course, you will need:

- An internet connected computer with the most updated versions of your favorite web browser and Microsoft programs installed. *Use of smartphones and tablets is not recommended.*
- In the event that your computer crashes or internet goes down, it is essential to have a “backup plan” in place where you are able to log in using a different computer or travel another location that has working internet.
- Any files you intend to use for your course should be saved to a **Jump Drive or Google Cloud, or Microsoft 365 cloud**. You can also use the local hard drive; USB stick or external disk. Saving files this way guarantees your files are not dependant on computer hardware that could fail.

Participant and Instructor Expectations

This online course is not work at your own pace. There are grades and assignments throughout the course with specific due dates.

Course participants are expected to:

- Ensure that their computer is compatible with Blackboard.
- Login 3-5 times a week; daily login is highly recommended.
- Follow the calendar of events and complete all assignments by their deadline
- Respond to emails within 2 days
- Participate in a thoughtful manner
- Respect rules of [netiquette](#)
 - Respect your peers and their privacy
 - Use constructive criticism
 - Refrain from engaging in inflammatory comments.

The instructor will: (Feel free to change or update as needed)

- Login to the course every day, or at least 5 days per week
- Moderate conversations in forums
- Respond to Q&A Forum replies and email within 1-2 days
- Grade assignments within 7 days of the assignment deadline

Grading

Explanation goes here.

Activity	Weight
Development Assignments (4)	25%
Discussions (5) & Reflective Journals (3)	35%
Quizzes (4)	10%
Final: Scorecard Peer Review (1)	30%
Total	100%

Discussion Forums (Feel free to change or update as needed)

You will be expected to participate in discussions in this course using the discussion forum early and throughout the week. You do not need to respond in every discussion, but your discussion should start and sustain a conversation. Please make sure that your posts are thoughtful and complete. Try to be creative with your posts, and don't just repeat what others have already said. Your participation in the discussion forum will be graded on the following:

- Posted on-time with substantive content and concise length (but verbosity is not encouraged)
- Establishes a sense of community through initial post & replies to others showing an understanding of activity
- Responses to others' initial posts and replies to comments under your initial post
- Formatted and proper writing

Note that other rules of "netiquette" apply – don't flame, troll or provoke negative replies. Do not monopolize any discussions, or post much more text than what is required (be concise). Act in a way that you would if the course was face-to-face.

Assignments (Feel free to change or update as needed)

You will be expected to complete the following assignments in this course. Criteria and details will be outlined in the Blackboard Assignment activity.

- Week 1 - Syllabus Development (online syllabus draft)
- Week 1 - Journal Reflection
- Week 2 - Course Development 1 (beginning course design/start development)
- Week 2 - Journal Reflection
- Week 3 - Course Development 2 (development of weekly content)
- Week 4 - Course Development 3 (completed 3 weeks + finalized syllabus)
- Week 4 - Journal Reflection

Late Submissions Policy (Feel free to change or update as needed)

Late submissions will not be accepted unless there are mitigating circumstances such as a sickness, death in the family, etc. You will turn in your assignment using the assignment tool in Blackboard. Assignments will be graded within 5 working days of due date

Quizzes / Exams (Feel free to change or update as needed)

You will be expected to complete the weekly online quizzes in this course. Quiz results/grades will be available after the quiz closes. You are expected to take your quizzes with open notes, but not exams, per the academic code of conduct.

Zoom Meetings (Feel free to change or update as needed)

There will not be required Zoom meetings for this course. Requested Zoom sessions are NOT mandatory nor will they be graded.

The Zoom virtual conferencing system hosts synchronous meetings. The purpose of a meeting will be to discuss questions about the course content and to familiarize you with the Zoom tool.

In order to use Zoom, you must have a computer with a microphone, camera, and updated internet browsers. Zoom is incredibly easy to use. For training or help contact the Academic Technologist at tskidmore@dinecollege.edu.

Student Assistance

e-Learning & Instructional Support

If you have general questions about the course (such as due dates, content, etc), please contact the instructor. For Blackboard or technical issues that you cannot resolve on your own, please contact the IT Department by calling (928) 724-6675.

Student Technology Center

For Blackboard or technical issues that you cannot resolve on your own, please contact the IT Department by calling (928) 724-6675. OR you can contact the Academic Technologist at tskidmore@dinecollege.edu

Disability Support Services

If you qualify for accommodations because of a disability, please submit to your professor a letter from Disability Support Services in a timely manner (for exam accommodations provide your letter at least one week prior to the exam) so that your needs can be addressed.

The college provides reasonable accommodations with reference to academic support services to students with disabilities. A student with a disability who wants to seek accommodations for classes, should contact the Disability Coordinator at the Tsale Campus (includes Chinle, Tuba City, and Window Rock) or Shiprock Branch (includes Shiprock and Crownpoint).

Students in postsecondary education are responsible for self-identifying; provide disability documentation, and request accommodations.

The college is responsible for providing reasonable accommodations for qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) of 1990.

Examples of reasonable accommodations:

- Ensure existing facilities are readily accessible
- Adaptive equipment & materials
- Note taking, recording lectures
- Extended times for homework, quizzes, exams, and special projects
- Out-of-classroom testing

Course Calendar (Feel free to change or update as needed)

All activities are due within the active week. While forums occur early and carry on throughout the week, assignments and quizzes are due by the end of the active week. Day 1 of a week is Monday.

Note: This calendar is tentative - activity instructions could change as the semester progresses and will be posted to the Announcements along with an amended syllabus.

Week & Date (Monday - Sunday)	Task
Week 1 Oct.2-8	Readings: Course Syllabus All informational Week 1 Links Activities: Syllabus Quiz Forum: Introduce Yourself Forum: Week 1 Discussion Assignment: Online Syllabus Weekly Journal Reflection Quiz: Week 1